



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

March 22, 2023

REGION MEMORANDUM  
CLMD-2023-074

**2023 RSPC PUBLICATION COMMITTEE SCHEDULE OF ACTIVITIES**

To: Schools Division Superintendents  
All Personnel Concerned

1. Relative to the conduct of the 2023 Regional Schools Press Conference, this Office informs all members of the Publication Committee of the following schedule of activities:

<b>Activity</b>	<b>Timeline</b>	<b>Persons Responsible</b>
Planning and Strategic Discussions	March 22, 2023 (3:00 p.m.)	Publication Committee
Interfacing with the Communications Team	March 23, 2023	Publication Committee Chair and Communications Team Chair
Data Gathering, Writing, and Laying Out for the first issue	March 27 – April 5, 2023	Publication Committee
Online Publishing of the first issue	April 6, 2023	Publication Committee and Communications Team
Data Gathering, Writing, and Laying Out for the second issue	April 15 – 21, 2023	Publication Committee
Online Publishing of the second issue	April 24, 2023	Publication Committee and Communications Team
Distribution of the printed copy of the second issue	April 29, 2023	Publication Committee
Data Gathering, Writing, and Laying Out for the third issue	April 24 – 28, 2023	Publication Committee
Online Publishing of the third issue	May 1, 2023	Publication Committee and Communications Team



Regional Center, Brgy. Carpenter Hill, City of Koronadal  
Telefax No.: (083) 2288825/ (083) 2281893  
Website: [depedroxii.org](http://depedroxii.org) Email: [region12@deped.gov.ph](mailto:region12@deped.gov.ph)





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2. All members of the committee are enjoined to attend the virtual meeting on March 23, 2023, at 3:00 p.m. via Microsoft Teams (<http://bit.ly/3FLfnXN>) for the discussion of schemes and distribution of tasks and functions.
3. See enclosures for the list of members and terms of reference.
4. For the information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
*Director IV*

Encl.: As stated  
Reference: Region Memorandum CLMD-2023-064  
Allotment: Local funds  
To be indicated in the Perpetual Index under the Subjects:

COMMITTEE

PROGRAMS

MEETINGS

SLLA/CLMD/RM/2023 RSPC PUBLICATION COMMITTEE SCHEDULE OF ACTIVITIES /079/March 22, 2023



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*Enclosure 1 to Region Memorandum CLMD-2023-074*

**2023 RSPC PUBLICATION COMMITTEE**

<b>Name</b>	<b>Designation</b>
Carlito D. Rocafort	Consultant
Rebonfamil R. Baguio	Consultant
Luz Lalli L. Ferrer	Consultant
Gilbert B. Barrera	Consultant
Shienna Lyn Lipura-Antenor	Consultant
Leonardo B. Mission	Consultant
Reah Joy Sevillano-Hallique	Consultant
Dave C. Prodigio	Chair/Consultant
Jennifer Alejandro	Member
Reggie Galindez	Member
Kevin Hijastro	Member
Benjie Tejada	Member
Dolores L. Carreon	Member
Florida D. Sajor	Member
Esther Sandee S. Mefragata	Member
Jocris Lacibal	Member
Bryll Regidor	Member
Maricel B. Dignadice	Member
Henry Fritz H. Diaz	Member
Jodan F. Manua	Member
Ricky B. Pante	Member
Richard P. Moral Jr.	Member
Emman Dwight Tuyan	Member
Aldrin Ragual	Member

*Note: Editor/s-In-Chief in each issue shall be identified and agreed upon by the committee chair and members.*



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*Enclosure 2 to Region Memorandum CLMD-2023-074*

**TERMS OF REFERENCE**

**Consultant**

1. Provides direction and inputs on the issuance of the 2023 RSPC Newsletter.

**Publication Committee Chair**

1. Oversees the accomplishment of 2023 Newsletter issues.
2. Interfaces with the Communications Team on the publication of the newsletter's e-copy to the official Facebook Page of DepEd SOCCSKSARGEN.
3. Provides inputs on the improvement of articles.

**Editor-In-Chief**

1. Copyreads and checks the worthiness and content of the articles in each issue.
2. Provides inputs on the improvement of articles.
3. Ensures each member of the editorial board is given the task/function in each issue.
4. Leads the discussion/meeting for the content of the newsletter.

**Member**

1. Provides inputs on the content of the newsletter.
2. Gathers information and write articles on the assigned topic.
3. Copyreads co-members written outputs to ensure the accuracy of content and mechanics.
4. Submits articles on time.



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